



PRE-APP # _____

PRE-APPLICATION CONFERENCE FOR NEW DEVELOPMENT

If you would like to have a site inspection for New Development, please complete and submit this application to Building Development Services. A conference will be scheduled. Submittals will be reviewed in the order in which they were received. Hiring a Missouri registered Architect or Engineer to prepare and attend the scheduled conference is recommended. A representative from this office will call you to confirm the time and location.

Site Address: _____

Applicant's Name: _____

Telephone Number: _____ Fax Number: _____

Architect or Engineer's Name: _____

Address: _____

Telephone Number: _____ FAX Number: _____

Description of proposed Use(s): _____

Submit seven (7) copies of proposed site plan, drawn to scale. The submittals shall include the minimum information listed below for review.

- Legal Description of the Property Boundaries
- Adjacent Streets and Easements
- Proposed Driveway Locations
- Existing and Proposed Structures
- Proposed Parking Lots
- Utilities – Gas, Water, Sewer, and Electric
- Proposed Stormwater Drainage

**Building Development Services
417-864-1061**

Web site: www.springfieldmo.gov